



Identifying Number for Office Use Only

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## Direct Deposit Registration Form

***Freedom of Information and Protection of Privacy***

The personal information requested on this form is collected under the authority of Section 31 ( c ) of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988 and is used for the purpose of administering direct deposit payments to individuals or suppliers that are identified on this form. Questions on the collection and use of this information can be directed to the Accounts Payable Supervisor at (902) 368-4067.

**Use this form to start direct deposit or to change information already provided. Please include a void cheque for additional accuracy.**

- New**
- Change Effective Date:** \_\_\_\_\_

### Identification

<b>Name: Supplier, Individual, Employee</b>	
<b>Mailing Address (civic/street addresses only; PO Boxes not accepted):</b>	<b>City</b>
<b>Province/Territory/State</b>	<b>Postal Code/Zip Code</b>
<b>Email address to provide remittance details</b>	

### Banking Information

<b>Bank Name</b>			
<b>Branch Address</b>			
<b>Branch Number (5 digits)</b>	<b>Institution Number (3 digits)</b>	<b>Bank Account Number (maximum 12 digits)</b>	<b>Account Type</b>
			<input type="checkbox"/> <b>Chequing</b> <input type="checkbox"/> <b>Savings</b>

### Certification

I, as the person or representative of the company entitled to receive the payments, authorize the Province of Prince Edward Island to electronically deposit the payments into the above noted bank account until further notice.

Authorized Signature	Company Name (if applicable)	Telephone Number	Date

## More Information

- Please provide a voided cheque to ensure that the direct deposit information is accurate in our accounting system.
- If we are unable to deposit the payment into the bank account indicated, we will contact you to obtain the corrected banking information.
- Your direct deposit will stay in effect until you change the information or cancel the service.
- To cancel direct deposit service, contact us at 1-902-368-4009.
- If you need help completing this form, contact us at 1-902-368-4009.
- Send your completed form to the mailing address, email address or fax number provided below.

Payment Processing  
Office of the Comptroller, Provincial Treasury  
2nd Floor Shaw Building, 95 Rochford Street  
PO Box 2000, Charlottetown, PE C1A 7N8

Tel: (902)368-4009  
Fax: (902) 368-6661  
Email: [pymtproc@gov.pe.ca](mailto:pymtproc@gov.pe.ca)

## Example

### Example

This is an example of what the coding of the bottom of your cheque would look like.

⑈00 1⑈ 1 2 3 4 5 ⑈ 6 7 8 ⑈ 1 2 3 ⑈ 4 5 6 ⑈ 7 ⑈

